

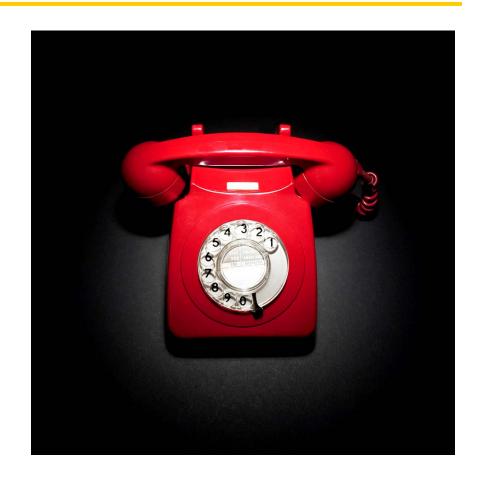
Maine SLDS Data Quality Training

° Just-In-Time ° 2009-2010 HQT Survey Refresher

Help others hear the webinar...

- Please mute your phone by pressing * 6.
- To ask a question,
 simply push * 6 again.

Thank you!





Daniel Chuhta

- Statewide Longitudinal Data System Training Coordinator
- daniel.chuhta@maine.gov
- (207) 624-6810



Joining me today...

Daniel Conley

- Education Consultant for Teacher Quality,
 Professional Development, Mentoring & Induction
- dan.conley@maine.gov
- Te.: (207) 624-6639
- Fax: (207) 624-6841
- http://www.maine.gov/education/hqtp/index.htm



Session Agenda

- Where to find "Highly Qualified Teacher" (HQT) requirements
- Security necessary in MEDMS
- Survey completion instructions
- Additional information
- Review
- Wrap-up



Accurate vs. Valid

- Ewe, two, must no wear you're data is and who can sea it!
 - A spell check on this sentence would return no errors!
 - There's a BIG difference between having valid data and accurate data.



Highly Qualified Teacher Requirements

- A great deal of information about the requirements including definitions and criteria can be found at:
 - http://www.maine.gov/education/hqtp/forms.htm
- You might wish to review the slides at:
 - http://www.maine.gov/education/hqtp/forms/maine_plan0809.ppt



Security Roles Necessary

- Access to the "HQT form" requires either of the following roles in MEDMS:
 - HQT
 - SAU Admin
- Contact your local MEDMS administrator for support in role changes that might be necessary



Accessing the form

Maine Education Data Management System



- From the "Applications" menu, select "Forms"
 - Click Go
- From the "Action" menu, select "HQT Form"
 - Click Go

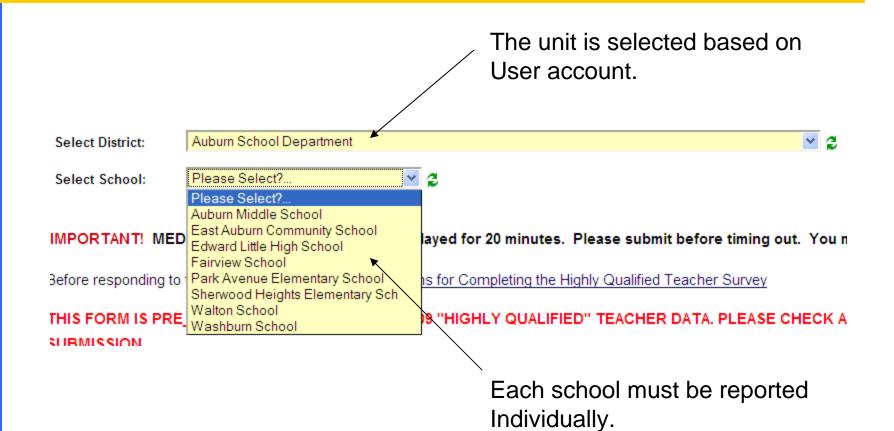


Important notes

- MEDMS will time out after the form is displayed for 20 minutes. Please submit before timing out. You may submit the form multiple times.
- The form can be modified as often as necessary until it is taken offline. It will only be counted once per school no matter how many times it is submitted.
- Before responding to this form, please read the <u>Directions for Completing</u> the Highly Qualified <u>Teacher Survey</u>
- This form is pre-populated with the 2008-2009 "highly qualified" teacher data. Please check and update each field before submission.



Select the school:





Complete the Contact Information

THIS FORM IS PRE_POPULATED WITH THE 2008-2009 "HIGHLY QUALIFIE	D" TEACHER DATA. PLEASE CHECK AND UPDATE EACH FIELD BEFORE SUBMISSION.
* "Highly Qualified Teacher" Contact Person	
* Email Address	
* Phone Number	

• This information is not carried over from last year, and must be entered before submission.



School Organization Information

A. School Organization Information Data

(Select the one which most applies to this school):

Elementary (self contained classes)

Elementary (self contained classes)

K-8 (combined elementary/middle) OR K-12

Secondary (Middle/Jr. High, High School and/or Vocational)

 Verify the School Organization Information and the Title I funding selection



Classes:

- A class is defined as an <u>individual group of students</u>.
- In a self-contained setting, an elementary school teacher, teaches only one class of the same students throughout the school day/year.
- In a departmentalized setting, a social studies middle school teacher, or a social studies high school teacher, for example, may teach as many as five or more different social studies classes throughout the school year, each class containing a different group of students. Even though the social studies teacher may teach each of the five classes of students five times a week, the teacher still only teaches five social studies classes.
- At the Elementary/secondary level if an art teacher has 10 different groups of students for art, each group is considered a class and should be counted as 10.



Submitting Class Data

- B. Elementary (self-contained)
- C. Secondary (Middle/Jr. High, High School and/or Vocational School)



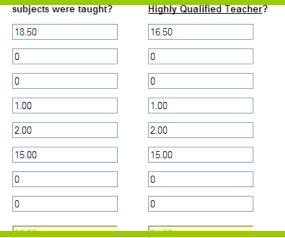
B. Elementary (self-contained)

B. ELEMENTARY (self contained):

- a. General Elementary(i.e., kindergarten, 3rd Gr., 5th Gr. self-contained)
- b. Visual/Performing Arts (art, music, theatre, dance)
- c. World Languages
- d. Basic Skills Math (i.e., Title I, pull out, etc.)
- e. Basic Skills English/Reading/Language Arts (i.e. Title I, pull out)
- f. Special Education (pull out, self-contained, core academic instruction)
- g. English as a Second Language (pull out)
- h. Other core academic subject specials (i.e. GT Math, Science, English)
- i. Total number of core academic subject <u>classes</u> taught at your school / Total number of Core Academic Classe Taught by Highly Qualified Teachers (Calculated Fields, DO NOT ENTER)

How many classes did your How many classes during school have during the reporting year in which the taught by teachers who met core academic

the reporting year were the NCLB definition of a



Percentage of Core **Academic Classes Taught** by Highly Qualified Teachers





C. Secondary (Middle/Jr. High, High School and/or Vocational School)

How many <u>classes</u> did your school have during the

Qualified Teachers

a. English/Language Arts/Reading b. Social Studies c. Science d. Mathematics e. Visual/Performing Arts (art, music, theatre, dance) f. World Languages g. Basic Skills Math (i.e., Title I, pull out, etc.) h. Basic Skills English/Reading/Language Arts (i.e., Title I, pull i. Special Education (pull out, self-contained, core academic instruction) j. English as a Second Language (pull out) k. Other core academic subject specials (i.e. Middle School G Math, GT English, pull out) I. Alternative Education core academic classes m. Total number of core academic subject classes taught at your school / Total number of Core Academic Classes Taught by Highly Qualified Teachers (Calculated Fields, DO NOT ENTER)

reporting year in which the of a Highly Qualified Teacher? core academic subjects were 50.00 50.00 40.00 40.00 43.00 38.00 40.00 40.00 20.00 20.00 27.00 20.00 0 0 0 7.00 3.00 5.00 5.00 0 Percentage of Core Academic Classes Taught by Highly



How many classes during the reporting year were taught by teachers who met the NCLB definition

Reasons for Non-HQ Status

Reasons for NON - "Highly Qualified Status" (The total reported in this section, when added to B.2.i, must equal to the total number of core academic classes reported in B.1.i)

- j. Elementary school classes taught by certified general education teachers who did not pass a subject-knowledge test or (if eligible) have not demonstrated subject-matter competency through HOUSSE
- k. Elementary school classes taught by certified special education teachers who did not pass a subject-knowledge test or have not demonstrated subject-matter competency through HOUSSE
- I. Elementary school classes taught by teachers who are not fully certified (and are not in an approved alternative route program)

m. Other (Please Explan)





Use of HOUSSE

Total number of Elementary TEACHERS (not classes) who met the NCLB definition of a "Highly Qualified Teacher" by using the HOUSSE rubric.

19.00



Submitting the form

Note This form can be modified as often as necessary until it is taken offline. It will only be counted once per school no matter how many times it is saved/submitted.

Submit

- Press "Submit" to save your entries.
- Correct and validations that were identified.
 - Press "Submit" again if necessary



Other schools?

 If you have additional schools to submit data for, change the school menu at the top of the form and repeat the process.



Deadlines and Additional Info

- Administrative Letter #36
- The deadline for submitting the HQT Survey for each school is April 16, 2010



Where to get information about the collections

- Use administrative and informational letters: http://www.maine.gov/education/edletrs
- The MEDMS webpage:
 - http://www.maine.gov/education/medms
- The blog: http://blog.slds.me
- Maine SLDS on Twitter:
 - http://www.twitter.com/maineslds



Session Review

- Where to find "Highly Qualified Teacher" (HQT) requirements
- Security necessary in MEDMS
- Survey completion instructions
- Additional information



Session Evaluation

- Thank you for joining me!
- Please take a few minutes to complete the evaluation of this session.
 - "Questionnaires" in the DQ Training System (http://moodle.slds.me)
- Once you have completed the evaluation, a certificate of participation will be available for download.

